

[ Return to [Table of Contents](#) ]

**COLORADO STATE ARCHIVES - SCHOOL DISTRICT RECORDS  
SCHEDULE 11  
FOOD SERVICE RECORDS**

---

General Description: Records generally relating to providing food services within the school district. *The specified retention period applies to the information contained within the record, regardless of the physical format of the record (paper, microfilm, computer disk or tape, optical disk, etc.).*

**Duplicate Copies:** Provided that no retention period is specified for duplicate copies, retain those that are created for **administrative purposes** for 1 year, and retain those created for **convenience or reference purposes** until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy.

1. **FOOD INVENTORIES** that document all foods purchased, received and distributed by the schools.

Retention:      Until audited + 1 year

2. **FOOD EQUIPMENT INVENTORIES** that record major pieces of equipment and include warranties and guarantees of cafeteria and kitchen equipment.

Retention:      Life of the equipment + 1 year

3. **MENUS** which list the planned food to be served for each school day.

Retention:      3 years after the end of the federal fiscal  
year to which they pertain

4. **DAILY FOOD PRODUCTION RECORD** documenting the quantities of food used each day.

Retention:      3 years after the end of the federal fiscal  
year to which they pertain

5. **MEALS SERVED** that identifies the daily number of meals served in each school.

Retention: 3 years after the end of the federal fiscal year to which they pertain

6. **PREPAID MEAL RECORD** that records meal ticket information of payments made in advance.

Retention: 3 years after the end of the federal fiscal year to which they pertain

7. **FREE/REDUCED MEAL ROSTER** that lists the names of the participating students.

Retention: 3 years after the end of the federal fiscal year to which they pertain

8. **FREE/REDUCED PRICE MEAL RECORDS** which which include application for free or reduced prices and compliance and verification records. May include additional criteria that a district uses in making a decision to approve an application.

Retention: 3 years after the end of the federal fiscal year to which they pertain

9. **DAILY RECEIPT REPORTS** that document the food/meal sales receipts for each day. May include cash register tape sales, cash sales, and a summary report..

Retention: Until audited + 1 year

10. **FEDERAL CLAIM FOR REIMBURSEMENT** that documents the total number of free, reduced, paid breakfasts and lunches served during the month that are being claimed for reimbursement of federal funds.

Retention: 3 years after the end of the federal fiscal year to which they pertain

11. **RECEIPTS/RECEIPT BOOKS** that documents monies received by Food Services for meals and services rendered.

Retention: 3 years after the end of the federal fiscal year to which they pertain

12. **FOOD PURCHASE ORDERS (includes food commodities)** that authorize the delivery of a specified food product, merchandise showing the amount of funds authorized for the same.

Retention: 3 years after the end of the federal fiscal year to which they pertain

13. **PAYMENT VOUCHERS FOR FOOD SERVICE CLAIMS** that identify a request for payment to a vendor for food goods or services in accordance with approved purchase orders.

Retention: 3 years after the end of the federal fiscal year to which they pertain

14. **FOOD SERVICES ANNUAL REPORT** which documents in summary fashion the activities of this service area for the past year.

Retention: 5 years + current

15. **COMMODITY RECORDS** related to the distribution and usage of USDA donated foods that may include the following:

- a. Commodity Agreement with the school district
- b. Allocation Form of food offered, accepted or rejected.
- c. Current/Daily Commodity Inventory
- d. Semi-Annual Commodity Inventory
- e. Food Preference Reports
- f. Commodity Delivery Invoices/Delivery Tickets ( )Signed)
- g. Processing and Storage Invoices
- h. USDA Commodity Rebate Forms
- i. Food Transfer Record (food transferred to another shool)

j. Food Loss/Destroyed Inventory

Retention: 3 years after the end of the federal fiscal  
year to which they pertain

---

[Return to Colorado School District Records Management Manual Main Page](#)

---

[Return to Colorado State Archives](#)